


OCS-M73-012
15 August 1973

MEMORANDUM FOR: Executive Assistant, OC
SUBJECT : OC ADP Requirements
REFERENCE : OC-M-73-425 (Section II of Attachment)

1. After a review of reference, we now feel there would be no benefit gained from placing Ceiling Status and Personnel Locator information in the ADP system.

2. Attached is the requested information on the remaining points. You will note we have combined some of our items.


Chief, Communications Service

25X1A

Attachments

25X1A

OC-A Contact : 

x 2981

Items A, G, & J:

1. Master Alpha Listing of all personnel assigned to the Office of Communications and those MC careerists assigned outside the Office of Communications.
2.
 1. Name (Last, First, Middle)
 2. Date of Birth (Month/Day/Year)
 3. Sex (M - F)
 4. Agency EOD Date (Month/Day/Year)
 5. Employee Number
 6. Social Security Number
 7. Marital Status and Number of Dependents
 8. Educational Level
 9. Overseas Service (Years/Months)
 10. Schedule/Grade/Step (GS-09/4)
 11. Date of Grade (Month/Day/Year)
 12. Retirement System (Civil Service/CIARDS)
 13. Location - (Example - OC-E, OC-CMD, NE, OSA, etc.)
 14. Occupational Title (Telecom Spec)
 15. Career Service Designation (MCT, MCS, MCA, etc.)
 16. Last Fitness Report Rating & Date (Strong, 6/73)
 17. [REDACTED]
 18. [REDACTED]
 19. Special Reference - (LWOP, PRA, Detail In, Detail Out, Summer Only)
 20. Last Physical (Month/Year)
3. Quarterly
4. No
5. Career Service Action, Personnel Action, Computer Services, MAP (Management Assistance Program), Field correspondence, Employee Input, OC-S/AD, COMSEC
6. OC-Services
7. Desired

25X1A

25X1C

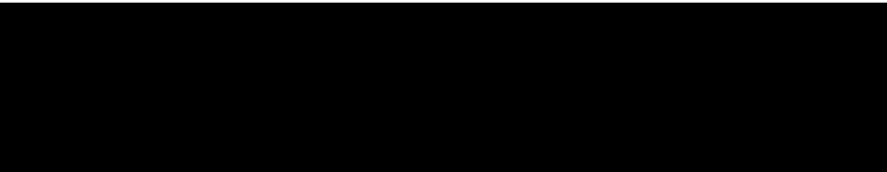
Item B:

1. Master OPRBD Listing to reflect position and personnel data by cover, location (Area/Country/City), grade,

step, salary, and pertinent bio data on all OPRBD requirements for the Office of Communications.

2. Position Data:

25X1C



Personnel Data:

1. Name
2. Schedule/Grade/Step/Salary (Agency & Cover)
3. Number of Dependents
4. EOD Field
5. ETD Field
6. New Post
7. Replacement's Name
8. Schedule/Grade/Step/Salary (Agency & Cover)
9. Number of Dependents
10. ETA Field

3. Monthly

4. No (partially on Manning Tables)

5. OC-S/AD/PB and C & CS/DDO

6. OC-S/AD/PB

7. Desired

Item D:

1. IMMOBILES: Alpha list of all OC Careerist and/or families that are immobile.
2. Name (Employee)
Panel
Category (temp., indefinite, and permanent)
Reevaluation date
Who in family is immobile (1=employee, 2=wife, 3=child, 4=dep/mother/father)
Type of immobility (Medical, Administrative, Security)

3. Semi-annual
4. No
5. OC-S/AD, OMS, O/S, O/P
6. OC-S/AD/PB
7. Desired

Item F:

1. Complete listing of OC personnel assigned to World Wide TDY Standby. Alpha by OC Component.
2. Name
DOB
Title & Panel
Passport (Type, No. & Expiration date)
Shots (expiration date)
Physical (reevaluation date)
Risk of Capture (Yes or No)
3. Monthly
4. No
5. Employee Input OC-Components, OC-S/AD/PB, OP/D&D/CPB, OC-S/CMD
6. OC-S/AD/PB
7. Desired

Item I:

1. Master Alpha listing of all personnel assigned to the Office of Communications and all MC careerist assigned outside OC.
2. A. True Name w/True numerical code
w/Pseudo numerical code
B. Pseudo w/Pseudo numerical code
w/True numerical code

FORMAT:
Number

Name

Number

3. Monthly
4. No
5. Employee & OC-S/AD/PB
6. OC-S/AD/PB
7. Desired